

SAINT PAUL PARKS AND RECREATION
Policy and Procedures - All Parks and Recreation Facilities

NUMBER : DIV.1.6.9

EFFECTIVE DATE: 12/16/2003

SUBJECT: COLD WEATHER PUBLIC CLOSING POLICY

PURPOSE: To protect the public from exposure to cold weather/winter conditions.

PROCEDURES:

All programs, special events, etc. can be canceled and facilities closed under the following conditions. Procedures under Section A apply to ALL weather conditions.

SECTION A

Cold Weather-Reported Forecast Temperature of 25 degrees below zero (without a wind) OR any combination of wind and temperature that is 25 degrees below zero or colder.

This information can be obtained from the local weather channel.

1. All outside activities for Parks and Recreation will be canceled or postponed.
2. All buildings will remain open and staffed to answer the phone and to advise the public of closure and of the potential danger.
3. The facilities that are open will change the voice mail recording to assist with providing information to incoming callers who cannot immediately reach a staff person.

SECTION B

Icy or sleet weather conditions where activities/functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from Mayor's Office or Parks and Recreation Supervision.

SECTION C

Blizzard or other snow fall conditions that would significantly limit staff or participants ability to travel to the activity site, activities/special functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from Mayor's Office or Parks and Recreation.

SECTION D

Notification of participant and the public.

1. Post message on facility phone voice mail.
2. Call participants in chronological order if they have a scheduled function.
3. Request an announcement by WCCO AM radio.
4. Post the closing notice on the front door window of each facility.

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SECTION E

Decision to close can be made by:

1. Mayor or Designee
2. Director of Parks and Recreation
3. Section Manager

SECTION F

Staff should refer to the City's Adverse Weather Policy. This may be accessed at:

1. The City of St. Paul's web page:
2. If computer access is not available to you, contact the facility manager for a copy.

SECTION G

Share weather information, closings, etc. with other Parks and Recreation facilities.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Please see the National Weather Service Revised Wind Chill Chart located in:
<http://www.crh.noaa.gov/bis/windchill.pdf>

Owner: Darlene McMinn, Safety Coordinator

Next Review Date: 11/2004

Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
Ensure all employees under his/her jurisdiction are aware of this policy and procedures. Ensure that supervisors in his/her section enforce this policy and procedures.	Advise the public to facility closings due to cold weather conditions. Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Adhere to the policy. Follow the procedures. Ask for additional training if needed.